

Opening Date: February 28, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-57
Monthly Salary: \$3,750.00 to \$4,750.00*
Group/Class: B16/1932 - B18/1933
Travel %: 5%
Division/Department: Finance/P&CS/Procurement
Number of Positions: 1

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Assistant HUB Coordinator / Vendor Outreach Specialist (Purchaser III-IV)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36B – Financial Management Technician, 310X – SC-Supply Corps Officer, 3044 – Operational Contract Support (OCS) Specialist, 2S0X1 – Material Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Job Description Summary

Performs complex (journey-level) to highly complex (senior-level) purchasing and procurement work. Assists the Director of Procurement and Contract Services with promoting the Historically Underutilized Business (HUB) Program. Assists with the development of HUB goals, monitoring progress, and reporting requirements associated with the HUB Program. Work also involves planning, organizing, coordinating, and preparing specifications for purchasing commodities and services, preparing procurement documents, and maintaining detailed records of items purchased, received, prepared, and issued. May train others. Works under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Procurement Department.

Essential Job Functions

- Participates in the development, coordination, implementation, and monitoring of the TWDB HUB Program.
- Assists the agency HUB Coordinator and provides guidance to the division for the HUB Program.
- Acts as liaison between internal and external customers, providing outreach and communication to prospective vendors.
- Attends conferences and makes presentations at seminars and meetings pertaining to the HUB Program.
- Prepares reports regarding HUB utilization and reviews HUB Subcontracting Plans.
- Collaborates in the development of proposed educational and informational material in implementing, monitoring, and maintaining the TWDB Mentor-Protégé Program.
- Coordinates and implements HUB-related statutes, rules, legislation, policies, and procedures.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Ensures the Historically Underutilized Business (HUB) program is utilized to award contracts to eligible HUB businesses to meet the statewide HUB goals in the applicable procurement categories.
- Plans, prepares, and participates in statewide economic opportunity forums in conjunction with the agency's HUB coordinator and other purchasing staff.
- Prepares the delivery of required statutory reports.
- Requisitions and orders merchandise, supplies, equipment, and services by using, interpreting, and monitoring guidelines, rules, policies, and laws.
- Development and preparation of solicitation documents/bid specifications.
- Coordinates, prepares, and distributes various types of bid opportunities to vendors.
- Prepares, oversees, reviews, tracks, and expedites purchase orders.
- Oversees the procurement database.
- Coordinates the monitoring and tracking of vendor performance.
- Coordinates and processes annual contracts and purchase orders.
- Performs purchasing and procurement work including but not limited to Texas SmartBuy, Department of Information Resources (DIR) contracts, and Statewide Procurement Division (SPD) contracts, Invitation for Bids (IFB), Request for Information (RFI), Request for Qualifications (RFQ), Requests for Proposals (RFP), Requests for Offers (RFO), Request for Applications (RFA), and other open market solicitations.
- Reviews, calculates, and analyze bids to determine best value. Makes award recommendations.
- Prepares and distributes correspondence to departmental staff, vendors, DIR, and SPD regarding updates on product and service literature, clarifying specifications and bid reviews.
- Supports the development of purchasing program guidelines, procedures, policies, rules, or regulations.
- Supports the establishment of purchasing goals and objectives.
- Coordinates the development of and provides training to staff regarding purchasing and procurement practices and policies.
- Monitors legal and regulatory requirements pertaining to purchasing.
- Monitors trend and cost analysis activities.
- Resolves dispute resolutions and protests.
- May initiate and approve emergency purchases.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains confidential and sensitive information.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from a standard senior high school or equivalent.
- Four years of experience in the procurement of goods and services for the State of Texas or other governmental entity.

Preferred Qualifications

- Graduation from an accredited four-year college or university with major course work in Business, Public Administration or a related field.
- Certification as Certified Texas Procurement Manager (CTPM) or Certified Texas Contract Developer (CTCD). If not currently certified, ability to obtain Certified Texas Contract Developer (CTCD) certification within six months of initial employment.
- Experience developing and coordinating solicitations.
- Experience with the State of Texas Historically Underutilized Business (HUB) program statute, rules, requirements, and best practices.
- Familiarity and experience with the Purchasing module of the State of Texas Centralized Accounting Personnel Payroll System (CAPPS).

Job Vacancy Notice (cont.)

Posting number 22-57

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Procurement Department, and of the principles and practices of public administration.
- Knowledge of purchasing and procurement methods and procedures.
- Knowledge of state procurement principles and practices.
- Knowledge of assigned commodities and products on the open market.
- Knowledge of supply sources.
- Knowledge of the principles of business administration.
- Knowledge of accounting.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in problem solving.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids and to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to perform arithmetical computations.
- Ability to evaluate program goals.
- Ability to evaluate bids.
- Ability to develop methods and procedures for locating supply sources.
- Ability to maintain a system of record keeping.
- Ability to maintain effective working relationships with co-workers, vendors, and suppliers.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.